

**Email Address**

**PA30**

**Change History**

Update the following table as necessary when this document is changed:

Date	Name	Change Description
9/28/06	Lesa Terry	Create

### Purpose

Use this procedure to enter a new e-mail address for an employee (never entered in HRMS) or update an existing e-mail address.

### Trigger

Perform this procedure when an employee does not have access to Employee Self Service (ESS).

### Prerequisites










E-mail will be the primary form of communication with job seekers, it is important that employees have a valid e-mail address in the system.

### Transaction Code

**PA30**

### Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

## Procedure

1. Start the transaction using the transaction code **PA30**.

### Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no. [ ]

Find by  
Person  
Collective sea  
Search term  
Free search

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E..


Period  
Fr. 01/01/1800 To 12/31/9999  
Today Curr.week  
A11 Current month  
From curr.date Last week  
Up to Today Last month  
Current Period Current Year  
Choose

Direct selection  
Infotype [ ] STy [ ]

Enter a personnel number RT0 (1) (501) ssvaphrtedci OVR

2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	Employee's Personnel Number <b>Example:</b> 200000028

3. Click  (Enter) to validate the information.

## Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no. 20000928

Name Michael Agodoa

PersArea 2350 Dept of Labor & Industries EEGroup 0 Permanent

PSubarea 0003 Exempt EESubgroup 00 Hourly (H) OT Exempt Status Active

Payroll Benefits Time Recording Addtl. Personal Data Planning D...

Infotype text E..

Monitoring of Tasks

Family Member/Dependents

Education ✓

Other/Previous Employers

Objects on Loan

Additional Personal Data ✓

Military Service

Residence Status

Communication

Period

Period

Fr. 01/01/1800 To 12/31/9999

Today Curr. week

A11 Current month

From curr. date Last week

Up to Today Last month


Current Period Current Year

Choose

Direct selection

Infotype STy

RT0 (1) (501) ssvaphrtedci OVR

4. Click the **Addtl. Person...** tab.
5. Click the gray box to the left of **Communication** to select.  
To **Create** a new record, continue to Step 6.  
To **Update** an existing record, go to Step 12.
6. Click  (Create) to create a new record.

### Subtypes for infotype "Communication" (1) 13 Entries Found

SType	Name
0001	System user name (SY-UNAME)
0002	SAP2
0003	Netpass
0004	TSO1
0005	Fax
0006	Voice mail
0010	E-mail
0011	Credit card number(s)
0020	First telephone number at work
CELL	Cell Phone
MAIL	E-Mail
MPHN	Car phone/other mobile phone
PAGR	Pager

13 Entries Found


7. Click **0010 E-mail** to select.


8. Click  (Copy) to accept.

## Create Communication (0105)

9. Complete the following fields:

Field Name	R/O/C	Description
Start	R	The starting date of the record. <b>Example:</b> 10/01/2006
ID/number	R	The employee's e-mail address <b>Example:</b> MichaelA@LNI.wa.gov

10. Click  (Enter) to validate the information.

11. Click  (Save) to save the record.




You have completed the steps for creating a new record.

## Update an Existing Record

## Maintain HR Master Data

The screenshot shows the SAP 'Maintain HR Master Data' interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The title bar reads 'Maintain HR Master Data'. The main area displays data for Personnel no. 20000928, Name Michael Agodoa, PersArea 2350, Dept of Labor & Industries, EEGroup 0 Permanent, PSubarea 0003, Exempt, EESubgroup 00, Hourly (H) OT Exempt, and Status Active. The 'Communication' infotype is selected in the 'Infotype text' list. The 'Period' section shows a date range from 01/01/1800 to 12/31/9999, with 'A11' selected. The 'Direct selection' section shows 'Infotype Communication' and 'STy 0010 E-mail'. The status bar at the bottom indicates 'Record created' and 'RT0 (1) (501)'.

12. Click  (Overview) for an overview of all actions associated with the **Communications (0105)** infotype.

The screenshot shows the SAP 'List Communication (0105)' interface. At the top, the SAP menu bar is visible. Below it, the title bar reads 'List Communication (0105)'. The main area displays search criteria for a person:

- Personnel No.: 20000928
- Name: Michael Agodoa
- PersArea: 2350
- Dept of Labor & Industries
- EEGroup: 0
- Permanent
- PSubarea: 0003
- Exempt
- EESubgroup: 00
- Hourly (H) OT Exempt Status: Active
- Choose: 01/01/1800 To: 12/31/9999
- STy.: 0010

On the left, a 'Find by' sidebar shows options: Person, Collective sea, Search term, and Free search. The main table displays communication data:

Start Date	End Date	Co...	Name	ID/number	LI
10/01/2006	12/31/9999	0010	E-mail	MICHAELA@LNI.WA.GOV	


At the bottom right, it shows 'Entry 1 of 1'. The status bar at the very bottom indicates 'RT0 (1) (501)' and 'ssvaphrtedci OVR'.

- State of Washington HRMS  
**File name:** EMAIL\_ADDRESS.DOC **Version:** SME Approved Script SAP Parent  
**Reference Number:** **Last Modified:** 10/11/2006 7:24:00 AM Page 8 / 10

## List Communication (0105)

The screenshot shows the SAP 'List Communication (0105)' screen. The top bar includes the SAP logo and standard menu options. Below the title bar, there are search criteria fields: Personnel No. (20000928), Name (Michael Agodoa), PersArea (2350), Dept of Labor & Industries, EGroup (0), Permanent, PSubarea (0003), Exempt, EESubgroup (00), Hourly (H) OT Exempt, Status (Active), Choose (01/01/1800), To (12/31/9999), and STy (0010). A table of results is displayed with columns: Start Date, End Date, Co..., Name, ID/number, and LI. The first row shows the date 10/01/2006, the end date 12/31/9999, the company code 0010, the name 'E-mail', the ID/number 'MICHAELA@LNI.WA.GOV', and the LI field. The bottom right corner indicates 'Entry 1 of 1'.

Start Date	End Date	Co...	Name	ID/number	LI
10/01/2006	12/31/9999	0010	E-mail	MICHAELA@LNI.WA.GOV	

14. Click  (Copy) to copy and continue.

## Copy Communication (0105)

**Copy Communication (0105)**

Personnel No. 20000928 Name Michael Agodoa

PersArea 2350 Dept of Labor & Industries EGroup 0 Permanent

PSubarea 0003 Exempt ESubgroup 00 Hourly (H) OT Exempt Status Active

Start 11/01/2006 to 12/31/9999


**Communication**


Type 0010 E-mail

ID/number MICHAELA@LNI.WA.GOV

15. Complete the following fields:

Field Name	R/O/C	Description
Start	R	The start date of the new record. <b>Example:</b> 11/01/2006
ID/number	R	The employee's e-mail address <b>Example:</b> MichaelA@LNI.wa.gov

16. Click  (Enter) to validate the information.

17. Click  (Save) to save the record.

18. You have completed this transaction.

### Result

You have entered an employee's e-mail address.

### Comments

None.